

# Guidelines for submitting a manuscript for editing

## Boğaziçi University Institute for Graduate Studies in Social Sciences (SBE)

Editing service (in English) is available to full-time academic staff in the programs of the SBE. This service is free of charge for journal articles and individual book chapters.

### Who should make the request?

- Requests for editing are accepted only from full-time academic staff of the programs of the SBE.
- It is expected that the requesting staff member
  - has critically reviewed and approved the final document to be submitted for editing, ensuring that the quality of English reflects his or her own standards.
  - is prepared to address all requests from the editor to clarify meaning (please note that the editor will correspond only with the staff member who submits the request).

### How long does the editing take?

- Once the editor is able to start work on the manuscript, approximately one week should be allowed. Short works can sometimes be processed more quickly.
- Wait listing: When the demand for editing is high, a manuscript may have to wait until others are processed. The editor will normally give an estimation of turnaround time.

### Will the editor format the manuscript for me? And what about references?

Formatting issues, including in-text citations and references, are the responsibility of the author/s.

### Does the editor deal with organization?

The editor makes no changes to content or macro-level organization, although related issues may be pointed out if they might pose a potential barrier to a manuscript's being accepted for publication.

### How is feedback provided?

- The editor works directly on the manuscript (Word documents only), using track changes.
- The author/s will need to address comments and questions posed by the editor and check all edits to ensure that these have not resulted in a change to the intended meaning.

### How do I submit?

Requests for editing are submitted online. Please contact the editor at [sbe.editor@boun.edu.tr](mailto:sbe.editor@boun.edu.tr) for the link to the online form, and then email your manuscript to the same address.